



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

## STAFF REPORT

BOARD MEETING DATE: July 14, 2015

**DATE:** June 23, 2015  
**TO:** Board of County Commissioners  
**FROM:** Frances Finch, Chief Deputy Treasurer, Treasurer  
775-328-2510, [ffinch@washoecounty.us](mailto:ffinch@washoecounty.us)

**THROUGH:** Tammi Davis, Treasurer

**SUBJECT:** Recommendation to establish a two hundred dollar (\$200.00) change fund, to enable Washoe County Regional Animal Services to accept cash payments at the Low Cost Vaccination Clinics; and if approved, authorize the Chairman to execute Resolution for same. (All Commission Districts)

---

### SUMMARY

A change fund request was made by Washoe County Regional Animal Services with a letter dated June 8, 2015. The request for this fund has been reviewed and approved by both the Treasurer and Comptroller.

**Washoe County Strategic Objective supported by this item:**  
Achieving Long Term Financial Sustainability

### PREVIOUS ACTION

None

### BACKGROUND

Washoe County Regional Animal Services has requested these change funds be established to provide clients the opportunity to make cash payments for services provided during the Low Cost Vaccination Clinics.

### FISCAL IMPACT

No fiscal impact

AGENDA ITEM # 5J2

**RECOMMENDATION**

It is recommended to establish a two hundred dollar (\$200.00) change fund, to enable Washoe County Regional Animal Services to accept cash payments at the Low Cost Vaccination Clinics; and if approved, authorize the Chairman to execute Resolution for same.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve to establish a two hundred dollar (\$200.00) change fund to enable the Washoe County Regional Animal Services to accept cash payments at the Low Cost Vaccination Clinics; and, if approved, authorize the Chairman to execute Resolution for same.

RESOLUTION        Establish a two hundred dollar (\$200.00) change fund for Washoe County Regional Animal Services to accept cash payments from clients utilizing Low Cost Vaccination Clinics.

WHEREAS, The Board of County Commissioners of Washoe County, pursuant to NRS 354.609, has the authority to create and fund change and petty cash fund accounts; and

WHEREAS, Washoe County Regional Animal Services has made a request for a two hundred dollar (\$200.00) change fund to accept cash payment from clients utilizing the services at the Low Cost Vaccination Clinics; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA as follows:

1.        That, pursuant to the provisions of NRS 354.609, the County Treasurer and the County Comptroller are hereby authorized and directed to take all necessary steps to establish said change fund in the amount of totaling two hundred dollars (\$200.00), from the Animal Services fund of the county for Washoe County Regional Animal Services.

2.        That said cash fund be used exclusively for transactions related to the Washoe County Regional Animal Services probationers cash payments for probationary supervision, lab fees and other specialty court fees.

4.        That the Washoe County Regional Animal Services Director shall henceforth be held accountable for the two hundred dollars (\$200.00) change fund authorized by this resolution.

5.        That the County Clerk is directed to distribute copies of this Resolution to the Washoe County Treasurer, Comptroller, Internal Auditor, Regional Animal Services and the Nevada Department of Taxation.

ADOPTED this 14<sup>th</sup> day of July 2015

WASHOE COUNTY COMMISSION

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Washoe County Clerk



# REGIONAL ANIMAL SERVICES

2825-A Longley Lane PO Box 11130 Reno, NV 89520-0027 Center: (775) 353-8900 Dispatch: 322-3647 (DOGS) Fax: 353-8905

---

June 8, 2015

Tammi Davis  
Washoe County Treasurer  
1001 E. 9<sup>th</sup> Street, Room D140  
Reno, NV 89512-2845

Re: New \$200 Change Bank for Washoe County Regional Animal Services

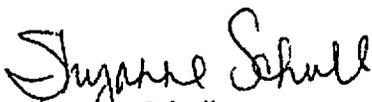
Dear Mrs. Davis:

Washoe County Regional Animal Services is requesting a new \$200 Change Bank to be used for our Low Cost Vaccination Clinics. The funds will be taken from Cost Center 500300 (Low Cost Vaccination Program).

Please prepare a staff report for the Board of County Commissioner's approval. If you have any questions or need additional information, please contact Carol Smith at 353-8911.

Thank you.

Sincerely,

  
Shyanne Schull  
Director